**MEETING DETAILS**

**Description: (Committee Name) Meeting Minutes**

**Date:**

**Time:**

**Location:**

**Chair:**

**Members**

* **Present:**
* **Absent:**
* **Recorder:** Minutes submitted by (name of recorder)

**OPENING ACTIVITIES**

* **Opening Prayer** *(name of person* leading prayer)
* **Review/Approve previous minutes** *(Approved minutes were distributed by email prior to the meeting and sent to Theresa Kraus for posting on the website.)*
* **Overall Committee Mission/Purpose** *(This statement remains consistent throughout the year)*

**Parish Pastoral Council Update:***(given by liaison – put liaison’s name here)*

* xxxxx
* xxxxx

**Agenda Items**

**Topic 1** *(Replace “Topic 1” with the specific topic, followed by the name of the person leading discussion.)*

* xxxxx
* xxxxx

**Topic 2, etc.**

* xxxxx
* xxxxx

**(Continue as above for more Agenda Items; include *action steps* when necessary.)**

**MINISTRY DISCUSSION & UPDATES**

**Ministry Name:** *(include name person giving update)*

* xxxxx
* xxxxx

**Ministry Name:**

**Ministry Name:**

**Etc.**

**AGENDA ITEMS FOR NEXT MEETING**

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*
*
*

**Closing Prayer:** *(Write name of person leading prayer.)*

**Next Meeting:** *(List date, time and location.)*